

Job Description

Missouri State Highway Patrol

Class Title: Fingerprint Technician Supervisor

Title Code: V00539

Effective Date: 07/31/97

Date Reviewed: 03/13/2008 Capt. McGrail

Date Revised: 06/29/06

Immediate Supervisor: Senior CJIS Manager

Position Supervised: AFIS Entry Operators, Fingerprint Technicians and Latent Technicians

FLSA Classification: Non-exempt

Working Hours: An employee in this position may choose to work five eight-hour shifts or four ten-hour shifts including weekends and holidays as directed by the division director. Working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position is responsible for all assigned shift activities within the Criminal Records and Identification Division. The employee oversees input of all tenprints into the Automated Fingerprint Information System (AFIS), monitors the capturing and maintaining of criminal record files, including criminal history record search responses. The employee also schedules and prioritizes work for the unit and provides technical assistance when needed. Work is subject to general review and supervision by a superior to ensure conformance with established rules, policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Plans, schedules, coordinates, and supervises the duties of all AFIS entry operators and Fingerprint technicians working during the assigned shift; prepares performance evaluations on all assigned personnel.

Trains personnel in fingerprint techniques and criminal history record procedures.

Classifies, compares and interprets criminal and applicant fingerprints received and verifies and monitors quality of tenprints.

Attends various meetings and informs subordinates on recent changes of directives, policies, procedures, etc.

Receives and processes emergency requests for fingerprint check/match by fax from patrol officers and other law enforcement agencies; fingerprints individuals who request the fingerprinting.

Directs the electronic scanning of indexing of classified documents and the entry and dissemination of criminal history.

Carries a pager on weekends and holidays as needed.

Fingerprint Technician Supervisor

2

Retrieves double-set fingerprint files and determines which state identification number will be retained; combines data and files by assigning one number; retrieves deceased files; reviews data for completeness; and verifies prints for positive match.

Works with Remote AFIS and Livescan sites when problems arise and coordinates with MORPHO maintenance to alleviate any problems.

Works with Content Manager, electronic filing, and capturing of microfiche images.

Prepares fingerprint cards; matches fingerprint information manually and via computer terminal; updates and files fingerprint cards.

Transfers information and fingerprints via facsimile transmitter to other agencies as required.

Reviews manual record checks for accuracy, dissemination and possible automation; maintains daily and monthly statistics on record checks received.

Compares records received in the division for positive match; works miscellaneous problem cards (double sets, deceased, etc.).

Fingerprints individuals for job applications, liquor license, National Guard, etc.

Operates standard office equipment in the completion of assigned duties.

Testifies in a court of law on matters relating to fingerprint identification.

Serves as liaison with other law enforcements utilizing AFIS remote terminals.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of Missouri Sunshine Laws and departmental regulations governing the dissemination of criminal history records information.

Thorough knowledge of fingerprint classification and tenprint verification.

Thorough knowledge of duties performed by all personnel with the section.

Working knowledge of modern office practices, procedures, and equipment.

Working knowledge of the vendor processing of civilian images.

Knowledge of proper courtroom presentations and the ability to testify in a court of law.

Knowledge of the basic principles and techniques of supervision.

Ability to develop a working knowledge of the Henry Classification System.

Ability to develop a working knowledge of the Criminal History CJ25 system and other related systems.

Ability to work closely as a cooperative team and display professionalism in the training and supervision of others.

Fingerprint Technician Supervisor

3

Ability to demonstrate work techniques in the training of others.

Ability to plan, assign, and direct the work of others.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to communicate effectively via telephone.

Ability to analyze and interpret monthly statistics.

Ability to develop new and improved methods, techniques and procedures of fingerprint processing.

Ability to motivate employees to work in an efficient manner.

Ability to communicate effectively in oral and written form.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain harmonious working relations with others.

Ability to establish and maintain complex, confidential records and files.

Ability to exercise judgment and discretion in the performance of duties.

Ability to classify each print on the fingerprint card according to specific fingerprint pattern types.

Ability to fingerprint individuals using manual and automated equipment.

Ability to operate AFIS workstation and verification terminal.

Ability to recognize and identify minute details.

Ability to operate standard office equipment (e.g., AFIS video terminal and keyboard, telephone, copier, fax machine, imager, shredder, etc.).

Possess the skill to type 40 words per minute with ten (10) errors or less.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Fingerprint Technician Supervisor

4

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must possess a bachelor's degree in Criminal Justice, Criminal Justice Administration or related field and one year experience in criminal history reporting.

OR

Five years experience in the area of criminal history record information.

NECESSARY SPECIAL REQUIREMENTS

Possess at least one-year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.

Possess a valid Missouri drivers' license.

Must be a resident of Missouri at the time of appointment.

Must possess MULES certification within six months of appointment.

Must possess AFIS certification within six months of appointment.

Must possess Livescan Certification within six months of appointment.